Observation and Supervision Checklist

Strengthening program partnerships takes staff time and attention to detail. Coach and assist staff in their work with partners to ensure all sides have a positive and productive experience.

STAFF CHECKLIST

	Strong	OK	Needs work
Recognize program gaps and needs			
Ask youth about ways to improve the program			
Frequently reflect and offer suggestions for improvement			
Aware of other program models and propose ways to integrate best practices			
Check-in with stakeholders regarding their program improvement ideas			
Compare past programming experiences with current ones			
Identify partners			
Tap into their personal networks and connections			
Assess whether partners would be a good fit			
Think about ways to pull in partners to current and future projects and programming			
Reflect on experiences with past partners			
Refer youth to resources			
Recruit partners			
Effectively share program vision and mission			
Help partners understand that their time and resources will be valued			
Utilize partnership agreements or MOUs as necessary to clarify roles and responsibilities			
Ask partners what they want out of the experience			
Maintain partnerships			
Find ways to honor partners publicly and privately			
Utilize check-in strategies with partners to monitor the partnership's effectiveness			
Revise partnership agreements or MOUs as needed to respond to changing circumstances or needs			
Effectively manage and oversee partners to ensure goals are achieved			

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CHILDREN AND YOUTH PARTICIPATION
OBSERVATION CHECKLIST

Children and youth...

☐ Enjoy working with partners/partner organizations

☐ Have a better sense of organizations, key leaders, and opportunities in the community

☐ Experience enhanced or expanded programming experiences due to the work of partners

☐ Connect with more caring adults

☐ See new career pathways and education and experience needed to achieve them

☐ Feel comfortable sharing their thoughts, feedback, and suggestions with partners

☐ Understand partners' role in programming or a particular project

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